

Appendix C – Guidelines for Notification of Accident or Threat Incident

DOTD shall be notified of any accident involving a death, an injury requiring immediate medical treatment away from the scene of the accident, or \$10,000 or greater property damage in accordance with the following criteria: (**NOTE:** For an Accident, a Law Enforcement Agency Report is required)

Within twenty-four (24) hours of the occurrence of an accident or incident, the Transit Provider shall:

1. Provide Initial Notification to the DOTD Primary contact: the appropriate Program Manager. In the event the DOTD primary Contact is unavailable, a member of his/her staff shall be notified.
2. Provide Initial Notification in writing and delivered by fax, e-mail, or by hand. The Form to be used for the initial Notification is found in Appendix D, if a Law Enforcement Agency Report is not available.
3. The following information, as applicable, shall be provided in the Initial Notification. If the information is not pertinent to the event, the item shall be identified as “non-applicable” (n/a).
 - Name, Title of person reporting and name of Transit Provider
 - Event Type (accident (collision, fire, explosion, other), Unacceptable Hazardous Condition, Unacceptable Threat Condition. UHC, UTC)
 - Location, Time, Date
 - Fatalities
 - Injuries
 - Transit Provider Vehicle(s) Involved (Type, Number)
 - Other Vehicle(s) Involved (Type, Number)
 - Property Damage Estimate
 - Transit Provider Primary Contact Person (Name, Title, Phone and Fax Numbers, E-mail Address)
 - Description of the Event
 - Implemented and/or Planned Corrective Actions

The Transit Provider shall maintain a current list of contact information for all primary and alternate DOTD contact personnel, including Post Office delivery and e-mail addresses, fax and telephone numbers.

DOTD may request additional information as needed.

4. The National Transportation Safety Board (NTSB) requires notification of any accident involving transportation of people that results in a fatality, within 24 hours of the accident, to the National Response Center [800-424-0201]:
 - (1) No later than 2 hours after an accident in which there was a fatality or serious injury to 2 or more persons requiring hospitalization; or, the evacuation of passengers; or, a fatality at a grade crossing.

- (2) No later than 4 hours after an accident which does not involve any circumstances described above, but which results in total damage, including non-Transit Provider property, of \$150,000 or more for repair or current replacement cost; or, damage of \$25,000 or more.

Notification shall include, but is not limited to, the following information:

- (1) Name and Title of person reporting
- (2) Name of Transit Provider
- (3) Location of accident
- (4) Time and date of accident
- (5) Description of accident
- (6) Casualties: Fatalities and/or Injuries
- (7) Property damage (estimate)
- (8) Name and telephone number of person from whom additional information may be obtained